EDITED TASK LISTING

CLASSIFICATION: ___**Volunteer Services Program Manager, YA**_____

NOTE: Each position within this classification may perform some or all of these tasks.

	Task Statements
1.	Plan the recruitment of volunteers/foster grandparents in a Juvenile Justice facility in order to ensure compliance with Departmental policy and procedures utilizing laws, rules, regulations, personal background experience, Departmental policies, Federal Guidelines, Foster Grandparent Program Operations Handbook (FGPO), State Administrative Manual (SAM), Business Information Systems (BIS) etc., as required by Departmental policy.
2.	Organize the recruitment of volunteers/foster grandparents in a Juvenile Justice facility in order to ensure compliance with Departmental policy and procedures utilizing laws, rules, regulations, personal background experience, Departmental policies, Federal Guidelines, FGPOH, SAM, BIS, etc., as required by Departmental policy.
3.	Direct the recruitment of volunteers/foster grandparents in a Juvenile Justice facility in order to ensure compliance with Departmental policy and procedures utilizing laws, rules, regulations, personal background experience, Departmental policies, Federal Guidelines, FGPOH, SAM, BIS, etc., as required by Departmental policy.
4.	Determine knowledge and skills required for volunteers/foster grandparents assignments to provide mentoring and coaching to youthful offenders in the areas of education and life skills utilizing FGPOH, as required by Departmental policy.
5.	Prepare appropriate manuals (e.g. guidelines, policies and procedures) for the volunteer program to ensure compliance with the Federal Grant Guidelines by following the FGPOH and Departmental policies, as mandated.
6.	Provide orientation and training for new volunteers/foster grandparents to ensure understanding of the laws, rules and regulations pertaining to the Division of Juvenile Justice (DJJ) and Foster Grandparent Program utilizing effective communication skills, appropriate government codes and statutes, as required by Departmental policy.
7.	Assign duties and appropriate placement to the volunteers/foster grandparents to assist in mentoring youthful offenders and ensure efficiency utilizing best management and supervision practices on a daily basis.
8.	Prepare work schedules for the volunteers/foster grandparents to ensure services to youthful offenders are provided within timeframes as required by FGPOH, utilizing effective management skills/tools (e.g., communication, project management, workload tracking/monitoring, staff development, etc.), on a daily basis.
9.	Develop and schedule in-service training for the volunteers/foster grandparents to ensure services to youthful offenders are provided according to laws, rules and regulations pertaining to the DJJ and Foster Grandparent Program, as required by Departmental policy.
10.	Provide orientation and training to support staff in dealing with community organizations and individuals desiring to contribute educational, recreational, rehabilitative, and other developmental services or resources to the program utilizing effective communication skills, appropriate government codes and statutes, as required by Departmental policy.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: ___**Volunteer Services Program Manager, YA**_____

NOTE: Each position within this classification may perform some or all of these tasks.

	Task Statements
11.	Provide on-going consultation to support staff in dealing with community organizations and individuals desiring to contribute educational, recreational, rehabilitative, and other developmental services or resources to the program utilizing effective communication skills, appropriate government codes and statutes, as required by Departmental policy.
12.	Provide functional supervision to staff assigned to volunteer activities to ensure a successful event utilizing effective communication and organizational skills, as needed.
13.	Provide direct/indirect supervision to volunteers/foster grandparents to ensure understanding of the laws, rules and regulations pertaining to the DJJ and Foster Grandparent Program utilizing effective communication skills, appropriate government codes and statutes, as required by Departmental policy.
14.	Develop and prepare funding applications for Foster Grandparent Program to ensure compliance to the Federal Reimbursement grant by utilizing the Electronic-Grant (E-Grant) System, as required by the FGPOH.
15.	Oversee program budget and expenses using computer skills to ensure the funded program is in accordance with the approved Federal Reimbursement grant as required the FGPOH.
16.	Manage all data of the volunteers/foster grandparents program by using organizational and computer skills to ensure compliance with the Federal Reimbursement grant as required the FGPOH.
17.	Evaluate the foster grandparent programs effectiveness by using organizational and computer skills in order to ensure that mandated progress reports are submitted accurately and timely as required the FGPOH.
18.	Provide recognition to the volunteers/foster grandparents for services rendered using social and community recognition events to ensure program compliance required by the FGPOH.
19.	Coordinate and schedule vehicles for the transportation of volunteers/foster grandparents to and from the facilities to ensure program compliance required by the FGPOH.
20.	Obtain vehicles for the transportation of volunteers/foster grandparents to and from the facilities to ensure program compliance required by the FGPOH.
21.	Plan and organize special programs and events for the volunteers/foster grandparents and youthful offenders to ensure a successful event utilizing effective communication and organizational skills, as needed.
22.	Implement special programs and events for the volunteers/foster grandparents and youthful offenders skills to ensure a successful event utilizing effective communication and organizational, as needed.
23.	Assist and coordinate the Foster Grandparent Advisory Council and its activities by utilizing interpersonal skills, communication, knowledge of community leaders and the department's mission to ensure compliance with the Federal Reimbursement grant as required the FGPOH.

Tasks highlighted in bold text are not currently on the SPB classification specification

EDITED TASK LISTING

CLASSIFICATION: ___**Volunteer Services Program Manager, YA**_____

NOTE: Each position within this classification may perform some or all of these tasks.

	Task Statements
24.	Participate in the recruitment process for the Foster Grandparent Advisory Council by participating in community outreach (e.g. local, city and state government officials) in order to fill vacant positions and ensure compliance of the Federal Reimbursement grant as required the FGPOH.
25.	Address community groups and agencies to provide information regarding current DJJ mission and goals by utilizing interpersonal skills, communication, and knowledge of community leaders, as needed.
26.	Solicit the community for support and participation of the Department's mission by contacting community leaders and agencies utilizing interpersonal skills, communication and knowledge of community leaders, as needed.
27.	Solicit community organizations for resources and services of the Departments mission by contacting community leaders and agencies utilizing interpersonal skills, communication, knowledge of community leaders and the Department's mission, as needed.
28.	Conduct presentations to civic organizations to enhance the Department's community partnerships utilizing effective communications, multimedia skills and knowledge of the Department's mission, as needed.
29.	Maintain records of program activities to ensure accuracy and reconcile discrepancies in order to maintain fidelity of the program utilizing Departmental procedures as required by Departmental policy.
30.	Prepare reports to communicate program status or issues, personnel concerns, corrective action plans, health and safety concerns and budgetary status using various resources (e.g., audit instruments, communication from staff, departmental standards, site specific expectations and proof of practice documentation, etc.), under general direction of the Superintendent, as needed.
31.	Submit reports of activities to headquarters to communicate program status or issues, personnel concerns, corrective action plans, health and safety concerns, budgetary status using various resources (e.g., FGPOH, progress reports, etc.) under the general direction of DJJ Chief Financial Officer, as needed.
32.	Attend various orientation and training to comply with current laws, rules and regulations pertaining to the DJJ and Foster Grandparent Program utilizing appropriate government codes and statutes, as required by Departmental policy.
33.	Prepare written documents to provide information and/or direction on issues related to Departmental programs and services utilizing writing skills, computers, policies, procedures, laws, rules, regulations, etc., as necessary.
34.	Develop and update procedures to ensure the effective operation of the work unit utilizing various resources (e.g., laws, rules, regulations, policies, procedures, subject matter experts, etc.) as necessary.

Tasks highlighted in bold text are not currently on the SPB classification specification

CLASSIFICATION: ___**Volunteer Services Program Manager, YA**_____

NOTE: Each position within this classification may perform some or all of these tasks.

	Task Statements
35.	Input information into various computer systems (e.g. E-Grants, Ward Information Network, BIS, etc.) for tracking purposes to document, daily operations, work orders, statistical reports, e-mail, schedules, and relay youth's behaviors, utilizing data processing systems as required by Standard Operating Procedures.
36.	Promote the Department's Equal Employment Opportunity program in the hiring process in order to maintain a work environment that is free of discrimination and harassment utilizing training, state and federal laws and rules, regulations, policies, procedures, etc. on a daily basis.
37.	Initiate and/or participate in the Progressive Discipline process to correct/improve employee performance/behavior or address issues of substandard performance utilizing communication skills, training, performance evaluations, coaching, informal/formal documentation, collective bargaining contracts, etc., as needed.

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